



The American Association of Airport Executives, U.S. Contract Tower Association  
and Federal Aviation Administration

## FAA Contract Tower Program Workshop

May 24-25, 2004 • Washington, D.C. • Mtg. #040504

The Federal Aviation Administration (FAA) Contract Tower Program has been in place since 1982 and currently provides for the contract operation of air traffic control (ATC) services at 219 control towers. The program continues to receive high marks from the Department of Transportation (DOT) Inspector General (IG), Congress and the National Transportation Safety Board (NTSB). FAA also is implementing the cost-sharing program for some airports that fall below the eligibility criteria for contract towers.

To assist airports that currently are in the contract tower program and those that are interested in participating in the program, FAA headquarters, AAAE and AAAE's affiliate organization the U.S. Contract Tower Association (USCTA) are pleased to present a special management workshop on the contract tower program, May 24-25, 2004, in Washington, D.C.

Airport management at current contract towers, non-federal control towers, non-towered airports, ATC companies, aviation users and other officials interested in the contract tower program should not miss this special opportunity to learn more about this program. Speakers will include airport directors from facilities that currently have contract towers, FAA, representatives from controller organizations, congressional staff, NTSB and DOT IG staff and officials from ATC companies.

Topics for the workshop will include procedures and plans for future contract towers; the status of the National Air Traffic Controllers Association (NATCA) lawsuit; implementation of the contract tower AIP construction/equipment provision; the contract tower cost-sharing program; the role of the local airport operator and FAA in the contract tower program; contract tower liability insurance issues; security issues involving contract towers; review of the benefit/cost criteria used in the program; tower maintenance, equipment, and terminal radar display issues; the perspectives of Congress, the DOT IG and the NTSB on the program; an update on how ATC companies operate, and future contract tower issues and trends. Airports and FAA representatives will have ample time to discuss and debate the challenges associated with the program. Past workshops have resulted in substantive changes and enhancements to the program from an airport operator perspective.

Time is reserved after 2 p.m. on Monday, May 24, for individual airports to meet with their congressional representatives about the importance of the contract tower program. These meetings are encouraged and should be set up prior to coming to the workshop. Please call Spencer Dickerson, AAAE/USCTA, (703) 824-0500, Ext. 130, if you need any assistance.

All sessions will take place at Loews L'Enfant Plaza Hotel in downtown Washington, D.C. Registration will open at 7:30 a.m. on Monday, May 24. Workshop sessions will begin at 8:45 a.m. on Monday and end at 12:30 p.m. on Tuesday, May 25. On Monday, May 24 there will be a reception from 6:30-7:30 p.m. at Loews L'Enfant Plaza Hotel. Airports are encouraged to invite staff from congressional offices to the May 24<sup>th</sup> reception. Congressional staff should RSVP via e-mail to [kate.hood@airportnet.org](mailto:kate.hood@airportnet.org).

The registration fees include all handouts, coffee breaks, one lunch and the welcome reception. Confirmation of your registration will be faxed prior to the meeting. **For additional registration information, please contact Kate Hood, AAAE, at (703) 824-0500, Ext. 174, or e-mail [kate.hood@airportnet.org](mailto:kate.hood@airportnet.org). For further program information, contact Spencer Dickerson at (703) 824-0500, Ext. 130, or e-mail**

[spencer.dickerson@airportnet.org](mailto:spencer.dickerson@airportnet.org).

### AGENDA

(subject to change)

#### SUNDAY, MAY 23

2-5 p.m. USCTA Policy Board Meeting

#### MONDAY, MAY 24

7:30-8:45 a.m. Registration  
8:45-9 a.m. Welcome and Workshop Overview  
9-9:30 a.m. Keynote Address  
9:30-11:30 a.m. FAA Update of the Contract Tower Program  
11:30-11:45 a.m. Coffee Break  
11:45 a.m.-12:15 p.m. Contract Tower Operations from the Perspective of NATCA  
12:15-1:45 p.m. Luncheon  
2-5 p.m. Individual Meetings with Congressional Offices  
6:30-7:30 p.m. Reception

#### TUESDAY, MAY 25

8:30-9 a.m. Contract Tower Program from the Perspective of Congress  
9-9:45 a.m. ATC Contractors' Perspective and Customer Service Initiatives  
9:45-10:15 a.m. Coffee Break  
10:15-11:15 a.m. Case Studies of Current Contract Towers  
11:15 a.m.- 12 p.m. Contract Tower Operations from the Perspective of the DOT Inspector General and NTSB  
12-12:30 p.m. Open Discussion and Adjournment

**Tabletop displays and sponsorship opportunities also are available. For further information, contact Spencer Dickerson at (703) 824-0500, Ext. 130, or e-mail [spencer.dickerson@airportnet.org](mailto:spencer.dickerson@airportnet.org)**



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**Hotel reservations**—Rooms are being held at Loews L'Enfant Plaza Hotel, 480 L'Enfant Plaza, SW, Washington, DC 20024; phone (202) 484-1000. All attendees will receive a special rate of \$169 for single or double occupancy. **Reservations must be made by Friday, April 30, 2004, in order to guarantee this rate.** Reservations made after this date only can be honored on a space and rate available basis. To make your hotel reservations, call the hotel directly at (202) 484-1000 and identify yourself as part of the AAAE group.

**Airline reservations**—American Airlines and Delta Air Lines have been selected as the official air carriers for this meeting. Attendees can receive 10% off American's and Delta's full coach fare or 5% off all other published fares. Rules and restrictions apply. To take advantage of American's and Delta's special fares, call American Airlines directly at (800) 433-1790 from 6 a.m.-1 a.m. eastern standard time daily and refer to star file 9054AL; call Delta Air Lines directly at (800) 241-6760 from 8 a.m.-11 p.m. eastern standard time daily and refer to file number 198265A.

**Ground transportation**—A taxi ride from Reagan Washington National Airport to the Loews Hotel is approximately \$15 one way and takes 10-15 minutes. The hotel is located at the L'Enfant Plaza stop on the blue, orange, yellow and green Metro (subway) lines. From Reagan National Airport, take the blue or yellow line to L'Enfant Plaza. Avis-Rent-Car is the official rental car company for this meeting. To make reservations or for further information, please call Avis at (800) 331-1600 and reference J097316.

**NOTE:** AAAE reserves the right to cancel this program if the number of registrants is insufficient. In this event, we will notify all registrants and refund the registration fee in full. **However, any costs incurred by the registrant, such as hotel cancellation or airline penalties, are the responsibility of the registrant.** Confirmation letters will be faxed to attendees.

**Future correspondence will be sent to the below address, fax number and/or e-mail address.**

Nickname for Badge \_\_\_\_\_ E-Mail Address \_\_\_\_\_

Full Name \_\_\_\_\_

Title \_\_\_\_\_

Airport/Company \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_



☐ Please indicate any special needs to participate and attach a description of your needs.

*Registrations and cancellations must be submitted in writing. Refund requests before **May 7, 2004**, are subject to a \$125 processing fee. There will be no refunds after this date. Substitutions will be accepted without penalties and no-shows will be billed. For all inquiries regarding cancellations and refunds, please contact the AAAE Meetings Department at (703) 824-0504.*

### REGISTRATION FEE (in U.S. funds drawn on a U.S. bank)

(includes all handouts, the reception, coffee breaks and one luncheon)

1. ☐ All attendees.....\$390
2. ☐ ARDF\* members.....\$370
3. ☐ U.S. Contract Tower Association member.....\$285 (full dues-paying USCTA members)

\*ARDF—the Airport Research and Development Foundation

**This course is worth nine credits in the AAAE Continuing Airport Management Education Unit (CEU) program.**

### PAYMENT METHOD

☐ Enclosed is my check payable to AAAE ☐ Purchase Order # \_\_\_\_\_

☐ Upon receipt of this form, please charge my (circle one): American Express MasterCard Visa

Cardholder Name \_\_\_\_\_

Account Number \_\_\_\_\_ Exp. Date \_\_\_\_\_

Signature \_\_\_\_\_

**RETURN TO: AAAE • 601 Madison St., #400 • Alexandria, VA 22314 (USA) or Fax to (703) 820-1395.** Photocopies of this form will be accepted. AAAE accepts registration regardless of race, religion, sex, physical disability and national or ethnic origin. This includes but is not limited to admissions, employment and educational services.